

# COVID-19 Safe Practices Walkthrough



Date:	1-14-2021	
District:	Portales	
School:	James	
District Contact Name	Johannie S. Cain	District Signature: <i>[Signature]</i>
Fire Marshal Signature	BC Hugh Frank	<i>[Signature]</i>
Current Status	Use Drop Down	
	Down	
	Safe Practice	Notes
Pass	Multi-ply cloth masks available and utilized by all staff and students, over the nose and mouth, secure under the chin, snug on face with no gaps	Extra disposable masks on hand? <i>Yes</i> ✓
Response Needed		
Pass	Classrooms and commons areas are set up for 6 feet social distancing and less than 50% student class size in place	✓
Response Needed		
Pass	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed	✓
Response Needed		
Pass	Hand sanitizer that contains at least 60% alcohol is available across the school	✓
Response Needed		
Pass	School doors and windows are operable	✓ <i>100% 5-7 exchanges/hr</i>
Response Needed		Optimal air flow in place in each classroom?
Pass	School ventilation systems are functional and meet standard	✓ <i>Merv 13 + 11 Grant Awarded for HEPA Filtration</i>
Response Needed		What type of filtration is in place?
Pass		<i>Fire Alarm Panel Checked</i> ✓
Response Needed	Evacuation Plan in place that maintains 6 feet social distancing	
Pass	Isolation rooms for symptomatic individuals in place	✓
Response Needed		